Wildlife & Sport Fish Restoration Program (WSFRP) Toolkit

The Toolkit includes reference documents and forms used in the U.S. Fish & Wildlife Service, WSFRP grant programs.

The Toolkit files can be installed on your personal computer or local network. The Toolkit files require about 35 MB of disk space. If your disk space is limited, the Toolkit files may be viewed from the Toolkit CD-ROM or on-line at:

http://wsfrprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf

Note: The Toolkit's searchable index is only useable when using Adobe Acrobat or Adobe Reader with Search. The Toolkit was created for use with Adobe version 5 or higher.

Accessing the Internet links found in the Toolkit requires using an Internet browser connected to the Internet. (Netscape, Internet Explorer, etc.)

The free Acrobat Reader with Search, Toolkit setup file and other WSFRP Training resources are available at the WSFRP website at:

http://wsfrprograms.fws.gov/Subpages/Training/TrainingNews.html

The Toolkit is a free resource tool produced by the WSFRP Training Program. These files may be copied and distributed freely.

Questions? More information? Please contact one of the following:

Steve Leggans, Chief, Information Management Branch, WSFR Program
steve_leggans@fws.gov
(304) 876-7463

Scott Knight, Grants Mgmt Specialist (Instructor)
scott_knight@fws.gov
(304) 876-7465

Julie Schroyer, Program Analyst
 julie_schroyer@fws.gov
(304) 876-7927

Toolkit Tips & Hints

The Toolkit is a collection of documents, fillable forms, and internet links pertaining to the U.S. Fish & Wildlife Service's (USFWS) Wildlife & Sport Fish Restoration grant programs.

Note: When citing legal or authoritative references for grant management issues, questions, or processes, please do not cite the Toolkit as the authoritative reference. Always use the appropriate original document title as your authoritative reference.

The document groups shown on the Toolkit main menu are listed in order of legal authority.

The following acronyms are used throughout the documents in the Toolkit:

CFR	Code of Federal Regulations
FA	Federal Assistance
FAH	Federal Aid Handbook
FAIMS	Federal Aid Information Management System
FR	Federal Register
FWS	Fish and Wildlife Service
OMB	Office of Management and Budget
WSFR	Wildlilfe and Sport Fish Restoration

Federal Aid Handbook (FAH) is the common name of the digital or printed documents contained in the sections of the Fish and Wildlife Service Manual that apply to Federal Assistance grants. Service Manual chapters in Parts 415, 520, 521, 522, and 523 are generally included in the Federal Aid Handbook.

The Toolkit contains full-text, indexed, searchable documents. The Adobe Acrobat Reader with Search must be used for full search options to function.

Throughout the Toolkit the following conventions are used:

- Hypertext links are shown as blue text.
- Custom navigation buttons are located at the bottom of every page.

Custom Toolkit Buttons

 Clicking on this button at the bottom of a page will always return you to the main menu (homepage) of the Toolkit. All pages in the Toolkit have this button.

 Clicking on this button returns you to a document's table of contents. All pages do not have this button.

Clicking on this button will return you to one of two places:

 1) the page with the link from which you just came. (See the Appendix 1 link in the Federal Aid Handbook Part 522 Chapter 1 at section 1.3.) or,

2) to an introduction/table of contents page included in the beginning of a document. (See the Federal Aid Report Codes link from the Supplemental information link on the Toolkit homepage.) All pages do not have this button.

 This button may be found on some pages where additional instructions are needed. Clicking on this button will reveal more detailed annotation or information regarding a particular topic. Close the annotation by clicking on the - in the upper left corner of the note's dialog box.

Form Buttons

These buttons are found at the bottom of all printable forms in the Toolkit and can be used to reset the form fields to zero or print out the form.

For additional help and navigation tips, please use the Help button on the Adobe Menu Bar and select Acrobat Help or click on the Help button below.